

February 8, 2002

OFFICE OF RESEARCH AND DEVELOPMENT LETTER

**REQUEST FOR APPLICATIONS (RFA) FOR EQUIPMENT TO ENHANCE
RESEARCH LABORATORY AND ANIMAL FACILITY SECURITY**

1. The Veterans Health Administration (VHA) Office of Research and Development announces the opportunity for Department of Veterans Affairs (VA) medical centers to submit applications for the purchase of equipment to enhance the current level of security for research laboratories and animal facilities located within VA medical centers.
2. Applications will be accepted from VA medical centers with active laboratory research programs. Priority will be given to sites with demonstrated veterans Integrated Service Network (VISN) or medical center support for research laboratory security. Applications must:
 - a. Describe the security system(s) currently in place,
 - b. Explain how the new equipment will enhance research laboratory or animal facility security,
 - c. Explain how and/or why this particular equipment was selected, and
 - d. Provide a floor plan indicating where the new equipment will be installed.
3. Each facility may submit a request for a maximum of \$20,000 per research area, with a total not to exceed \$50,000, to purchase and install security enhancements to research laboratory space and/or animal facilities. Such equipment may include, but is not limited to: locking systems, card access systems, video surveillance systems, and anti-intrusion devices. Monthly service costs and computers to run monitoring or operating system software must be provided by the medical center.
4. VA Healthcare Systems comprised of two or more merged medical centers must submit a single request, not to exceed \$100,000, which combines the security enhancements requested for its individual medical centers. A clear explanation of what security enhancements will be installed at each of the merged facilities must be provided.
5. Application instructions are described in Attachment A.
6. Inquires may be addressed to Dr. William J. Goldberg at (202) 408-3611 or william.Goldberg@hq.med.va.gov.

John R. Feussner, M.D., M.P.H.
Chief Research and Development Officer

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Attachment

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ATTACHMENT A

**APPLICATION INSTRUCTIONS FOR EQUIPMENT TO ENHANCE RESEARCH
LABORATORY AND ANIMAL FACILITY SECURITY**

1. One application will be accepted from each Department of Veterans Affairs (VA) medical center or Healthcare System (two or more merged medical centers) that has an active, on-site laboratory research program and/or animal facility that is in need of security enhancement(s). Merged VA Healthcare Systems must submit a single application that encompasses the security enhancements for all component medical centers. Security enhancements for patient care areas or clinical laboratory space may not be requested under this Request for Application (RFA).

2. **FORMAT:** Applications must be unbound and consist of single-spaced typed pages. Use only letter-quality print. All text must be prepared with at least 11-point font, with no more than fifteen characters per inch and no more than six lines per inch. Applications that exceed specified page limitations will not be reviewed.

3. **REQUIREMENTS:** Each facility's application must contain the following materials:

a. **Cover Sheet.** A cover sheet (one page only) listing the following seven items in the order specified:

- (1) Request for Equipment to Enhance Research Laboratory and Animal Facility Security.
- (2) Name and location of the VA facility. If this is a merged Healthcare System, provide the name and location of the individual medical centers in the system.
- (3) Administrative contact name, telephone number, and fax number.
- (4) Total amount requested. If this is a merged Healthcare System, provide the subtotal requested for each of the individual medical centers in the system.
- (5) Name, title, and signature of the Associate Chief of Staff (ACOS) for Research.
- (6) Name, title, and signature of the medical center Director.
- (7) Name, title, and signature of designated medical center Security Official.
- (8) An itemized list of the equipment requested. If this is a merged Healthcare System, indicate which items will be installed at each of the individual medical centers in the system.

b. **Narrative.** A brief narrative (one page only) describing the security system(s) currently in place, what new equipment is being requested, and where it will be installed.

c. **Floor Plan.** Provide a floor plan on 8.5 x 11 inch paper with the proposed location of the requested equipment clearly identified (use multiple pages if necessary).

d. **Equipment Description.** For each security system requested, provide the following information in the order specified (up to two pages per system):

(1) **Description.** Name and brief description of the specific equipment requested.

(2) **Cost.** Cost of equipment.

(3) **Justification.** Describe the need for this equipment and how it will enhance research laboratory or animal facility security. Explain what other security systems were considered and why this particular equipment was selected.

(4) **Location of the Equipment.** Clearly describe where the proposed equipment will be installed.

(5) **Integration.** Explain how this equipment will be integrated with existing security systems at the medical center. Clearly indicate who will be notified and who will be responsible for responding in case of emergency (i.e., VA police, ACOS for Research, etc.). Distinguish between the individuals responsible for “initial” and “general” response. All applications must be reviewed and approved by the responsible medical center security official.

(6) **Maintenance.** Provide a statement of commitment from the medical center to maintain the requested security equipment after its installation.

4. SUBMISSION OF APPLICATIONS: Submit the original and seven copies by courier or commercial overnight delivery service to:

Director, Medical Research Service (121E)
Department of Veterans Affairs
1400 Eye Street, NW
Suite 400
Washington, DC 20005
(202) 408-3600

5. DUE DATE: Applications must be received at Medical Research Service by close of business on March 29, 2002.